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GOLCONDA JOB CORPS



YOUR PATH TO SUCCESS



13 APR 1993

**Shawnee National Forest
USDA – Forest Service**



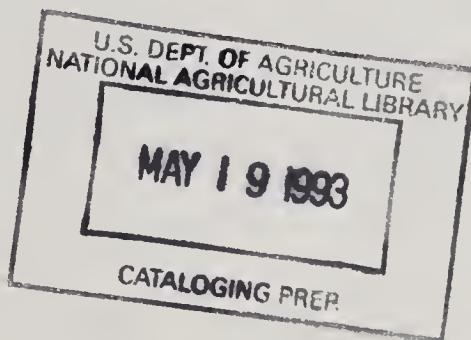
**United States
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National Agricultural Library

Golconda Job Corps Center

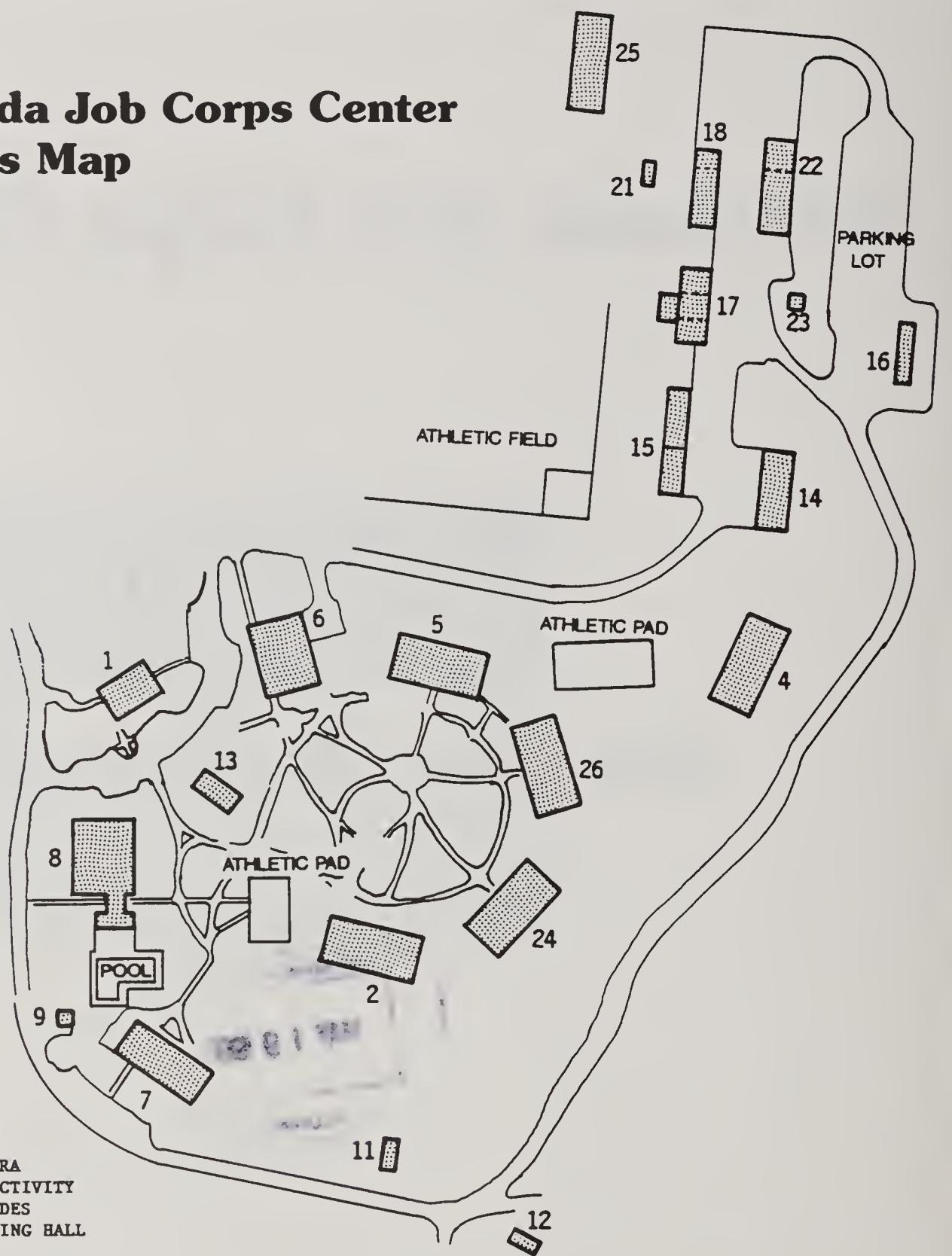
Student Handbook



**Operated by USDA - Forest Service,
Shawnee National Forest**

Golconda Job Corps Center

Campus Map

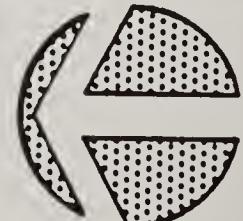


BUILDING LEGEND

NUMBER	USAGE
1	ADMINISTRATION
2	DORMITORY RIVIERA
4	CORPSMEMBER'S ACTIVITY
5	DORMITORY MERCEDES
6	KITCHEN and DINING HALL
7	EDUCATION
8	RECREATION
9	SWIMMING POOL BUILDING
11	WAREHOUSE ANNEX
12	SEWAGE LABORATORY
13	GROUP LIVING
14	WAREHOUSE STORAGE
15	UNION CARPENTRY
16	OPEN FRONT STORAGE
17	VOCATIONAL TRAINING
18	PAINTING/STORAGE/ CENTER MAINTENANCE
21	PAINT STORAGE
22	VOCATIONAL SHOP
23	FLAMMABLE STORAGE
24	DORMITORY ELDORADO
25	NEW WELDING SHOP
26	DORMITORY ROLLS ROYCE

SITE PLAN

GOLCONDA CCC
ROUTE 1 BOX 104A
GOLCONDA, ILLINOIS 62938



WELCOME TO GOLCONDA JOB CORPS!

You have made a wise decision. You have also become a member of one of the best Job Corps Centers in the Nation. You will find that we have a lot of opportunities to offer here, all you have to do is follow a few simple rules requiring good behavior, set goals for yourself and then count the days until you find yourself ready to graduate. Success comes rather quickly to those who work hard and keep a good positive outlook toward their goals.

Golconda Job Corps Center was opened in May, 1965. Since then, the Center has grown to its present capacity of 230 young men and women. The Center has served approximately 10,000 young people during this time. You can proudly be a member of that elite group. I encourage you to work hard and keep your goals in mind at all times. You will discover that the person you see in the mirror every morning is either your best friend or your worst enemy – that is, you are the only one who can cause yourself to be successful here.

Our mission is to see that each young person who enters this Center receives an opportunity to obtain the academic, social, and vocational skills needed to serve as a gainfully employed member of society, to contribute to the welfare of all other citizens, and to enjoy the rights and freedoms guaranteed by our heritage.

Because of the group living circumstance, you may need to make some social adjustments. However, if you are clearly directed toward a graduation goal, the sacrifices will be minor in comparison to the positive impact your training will have on the success of your life's work. Patience, direction and determination are the keys to the Job Corps' success. You will eventually make friends here – I urge you to try and be friends with everyone. If you ever have a disagreement, I urge you to take the problem to one of the staff and not try to handle it alone. This is an important place and this is a safe place to be, I will assure you of that.

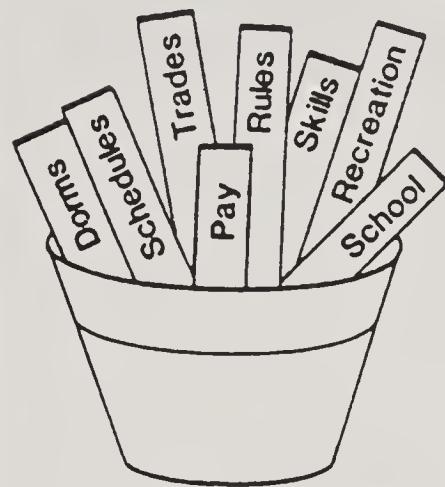
Again, welcome to an important person – YOU!

Welcome to an important and safe place to get something valuable that will be with you the rest of your life.

Center Director
Ben Dickerson

	<u>Page</u>
Welcome to the Job Corps	7
Your First Week	8
Residential Living	9
Your Mail and Telephone Number.....	10
Social Skills	11
Your Daily Schedule	13
Your Pay	14-15
Dress and Grooming Standards	16
Medical and Dental Services	17
Counseling	18
Home Leave	18
The Pass System	18
Student Conduct.....	19
Drug and Alcohol Free Environment.....	20
Absence Without Leave	21
Disciplinary Measures	22
Center Steps of Appeal	23
Student Leadership.....	24
Recreation	25
Arts and Crafts	25
Educational Program.....	26-27
Safety	28

CONTENTS



	<u>Page</u>
Trades Training	29
Carpentry.....	31
Brick Masonry	33
Painting	35
Cooking.....	37
Welding	39
Building and Apartment Maintenance	41
Business Office Skills	43
Urban Forestry	44
Electrical	45

Welcome to the Golconda Job Corps Center! We offer a program where you can learn skills that will help you find a job and a community where you can learn to deal with people so you can keep that job. It's a place to continue your education. It's a place for people like you, between 16 and 21, to get serious about living and to succeed.

We are a full-time community, and while you are here, you are expected to be a full-time citizen. This means showing up at training sessions on time, meeting the standards set for the job, following dress and behavior codes, and participating in community activities. All these are designed to help you get ready for going into the working world.

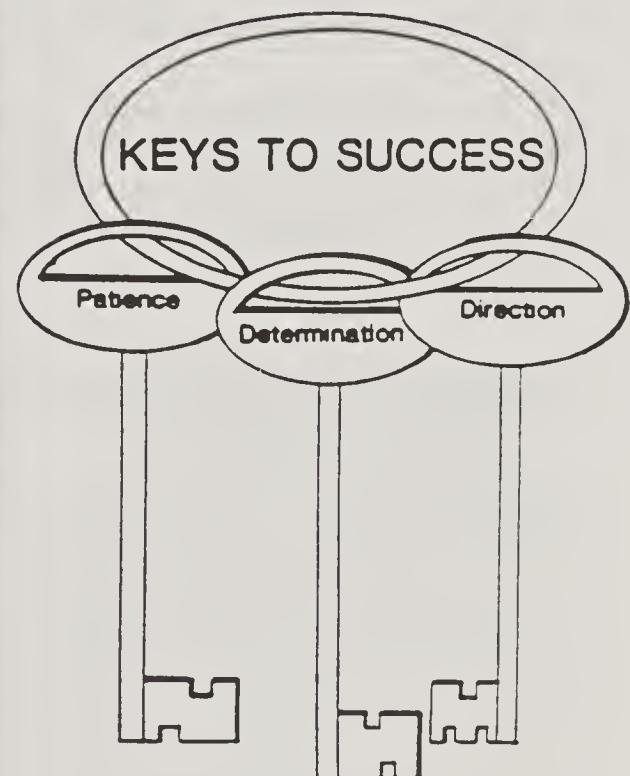
If we expect you to deliver, you should expect the same from us – and we will deliver. First, we are going to give you a job skill. You are going to learn a job you can use for the rest of your life. And, before you even have to make a decision about what you want to learn, we are going to let you try several skills, just to see what you can do best. Once you make your decision, you will start training. While you are training, you will earn a monthly stipend. Plus, we will hold more money for you that you can use to get a start when you finish the program.

To go along with your vocational training, we have a program to help you further your education, driver's education so you can get a driver's license in case your job requires it, and job placement counseling.

Our community living experience will help you learn skills in getting along with other people – how to relate. You may face some tough times, be homesick, get tired of training, and some people may just turn you off. Resident advisors will help you work out the hassles and share in your excitement when things are going right. And, our recreational and arts and crafts facilities will help you make the most of your leisure time.

We have got something special here, and you are the key player! We will provide direction, and if you come with determination and patience to work, learn, and push yourself a little, you won't spend the rest of your life making it hard on yourself. It's your chance to get on with living.

WELCOME TO THE JOB CORPS



YOUR FIRST WEEK

"GETS THINGS STARTED"

During your first days on Center, you will be in Orientation. Your Orientation program is a time for you to get acquainted with the Center procedures and rules. You will meet a lot of people and talk about the different programs offered at Golconda Job Corps. Some of the activities that occur during orientation are:

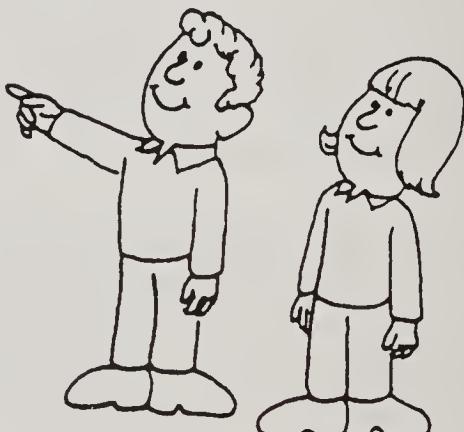
- Physical and Shots
- Payroll and Readjustment Enrollment
- Goal Setting
- Explanation of Rules and Standards
- Cultural Awareness
- AIDS Prevention Training
- Social Histories
- Explanation of Job Corps Policies and Procedures

During your first month on Center, you will be scheduled to attend a variety of orientation classes during the evening hours pertaining to the residential and leisure time programs. These classes are designed to assist you in your adjustment to living and working with others in a residential living environment. Your attendance is required at these sessions, and all classes must be completed in order for you to complete the orientation phase of your training.

OEP (Occupational Exploration Program)

During your first month on Center, you will be enrolled in the OEP activities. These are designed to help you determine what trade you would like to enroll in. You will be involved in such things as taking interest inventories, spending time in the trade, and participating in exercises designed to help you learn about your talents and interest. At the end of 30 days, you must select your trade of choice. If there is a waiting list, you will be asked to enter another trade until an opening occurs in your trade of choice. This waiting period rarely exceeds 30 days.

ORIENTATION

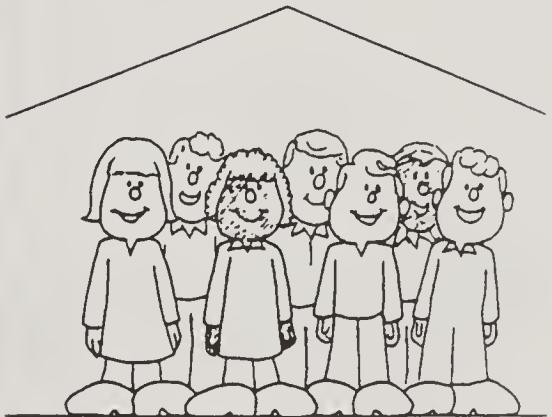


RESIDENTIAL LIVING

You will live in a student dorm, and this can be a really great experience! To make this happen, each student has to observe some rules so that everyone can enjoy security, safety, and the opportunities that are here. Living in harmony with a group will mean that you have to have **patience** and **consideration for others**. You will probably have to make some adjustments in your lifestyle. The goal of the dorm program is to help you:

- Feel good about yourself and have behavior that is acceptable to others
- Feel and look good by taking care of your body and clothes
- Use good manners and good language
- Respect the needs of others
- Respect dorm facilities and supplies and do your part to keep them clean.
- Sharpen your physical and social skills by participating in group exercises, student government, and community relations projects

Each dorm has a staff manager and student leaders to help you make your dorm a good place to live.



YOUR MAIL & TELEPHONE



Your mailing address at the Job Corps Center is:

GOLCONDA JOB CORPS CENTER
RR #1, BOX 104A
GOLCONDA, IL 62938

Your mail is delivered to your dormitory each evening, Monday-Saturday. You must sign for each parcel of mail you receive.

The Job Corps telephone number is: Area Code (618) 285-6601. Except in the case of an emergency, your parents should not call you until after 4:30 p.m. Monday-Friday.

If your parents want to send you money, do not have them send a personal check. Checks cannot be cashed. We recommend money orders or money wires. A money wire should be sent to the First National Bank of Golconda. When you are expecting a money wire you must give the telephone number of the person sending the money wire and the mail clerk will call Western Union and verify the wire and find out when it can be picked up.



STAR SOCIAL SKILLS TRAINING

While at Golconda, you will be attending evening classes to develop your Social Skills. The skill topic areas include:

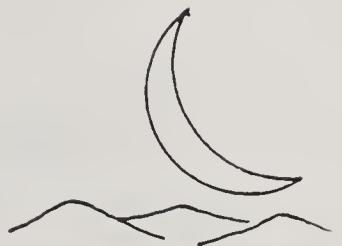
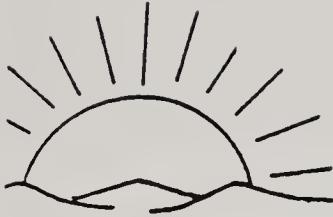
- Personal Skills
- Beginning Social Skills
- Advanced Social Skills
- Skills for Dealing with Feelings
- Skill Alternatives to Aggression
- Skills for Dealing with Stress

Some specific skills are personal appearance, making a complaint, expressing affection, and keeping out of fights. The classes are fun, active, easy to pick up, and yet quite informative.

You will be expected to attend and learn one Social Skill a week. Skills will be taught in the Star Classroom. Your participation, knowledge, and application will be monitored by all areas on Center and discussed at your P-Pep.

The Star Classes and the Social Skills that are covered are very important to you. The Social Skills you learn in Job Corps will be needed later on when you enter the work world. Regardless of your vocational choice, strong social skills are necessary to get a job and keep it. Like your vocational choice, the Social Skills you learn at Golconda will be with you throughout your life.

YOUR DAILY SCHEDULE



After completing the orientation program, your daily schedule will be:

Monday through Friday

Wake-up time	5:30 am
Breakfast	6:00 am
Breakfast serving lines close	6:30 am
Vocational (trade) trainees to work	7:30 am
Education students to class	7:30 am
Lunch-Dining Hall serves vocational trainees	11:25 am
Lunch-Dining Hall serves education students	12:15 pm
Vocational trainees back to work	12:10 pm
Education students to class	1:00 pm
School dismisses	3:30 pm
Work dismisses	3:30 pm
Dinner-Dining Hall opens	5:00 pm
Dinner-Dining Hall closes	6:00 pm
Lights out	10:00 pm

Saturday, Sunday and Holiday

Special activities, programs, and schedules to be announced, but basic schedule is:

Dining Hall-Brunch	9:00 am-11 am
Dining Hall-Dinner	4:30 pm-5:30 pm

Late TV privileges may be allowed on Friday and Saturday nights depending upon dormitory rules.

YOUR PAY



Every Two Weeks You Will Receive A Pay Check. Here Is How It Works.

Base Pay

For the first two months you are here your base pay will be about \$50.00 a month. Your pay will be about \$23.38 every two weeks. If you have any AWOL days, that means you are absent without leave from the center or left without permission, or if you have any unpaid administrative leave days, you will receive less pay. For the first 60 days \$1.67 a day is taken from your pay for each AWOL or unpaid leave day.

Below is the amount of base pay you will receive before taxes every two weeks based on the amount of days at the Center:

DAYS TENURE/ <u>PAID</u>	BASE PAY BEFORE TAXES <u>BI-WEEKLY</u>
0-60	\$23.38
61-180	30.38
181+	37.38

REMEMBER: AWOL and unpaid leave days mean loss of pay.

Bonus Pay

About every two months you will have a Progress/Performance Evaluation Panel. It is like a human report card. Your counselor, vocational instructors, basic education instructors and residential advisors will all evaluate your progress and performance. Representatives of each group will sit down with you and discuss how you think you are doing. Your evaluation will be scored and based on that score and the Center's criteria you may be eligible to be recommended for an incentive bonus called P/PEP Bonus. The first time you earn a bonus it will be \$25.00. The table below shows you how much you can earn.

P/PEP BONUS	
FIRST BONUS	\$25.00
SECOND BONUS	50.00
THIRD BONUS	65.00
FOURTH BONUS	80.00
ALL REMAINING BONUSES	80.00

REMEMBER YOUR BONUS WILL HAVE TAXES DEDUCTED FROM IT.

Your bonus will be given to you with your pay. It is a one time increase only. If you were earning \$23.28 every other week, and you earn a bonus your next pay would have \$25.00 minus taxes so your total would be about \$47.00 for that pay alone. **KEEP TRYING HARD TO IMPROVE – YOU CAN EARN SOME EXTRA MONEY IF YOU DO.**

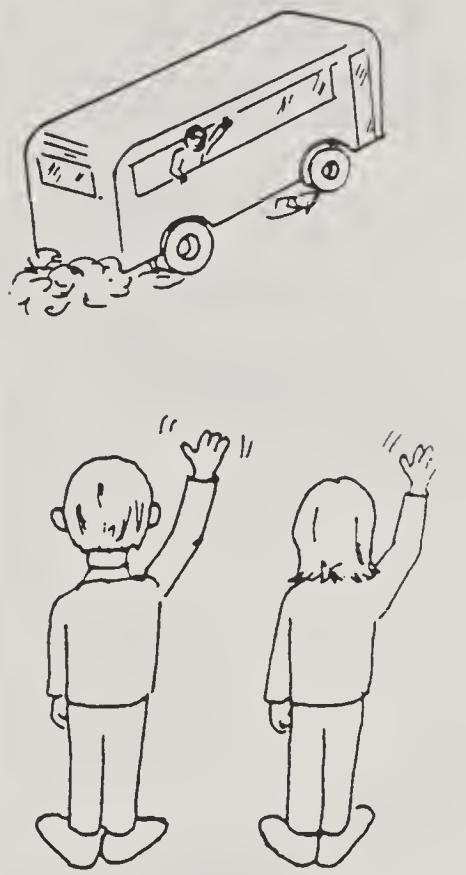
OTHER: Your pay can be reduced to pay fines levied by the Center Director, court fines, bail bonds, legal services, damaged or lost property, and travel and medical bills.

Readjustment Allowance

Each pay the Department of Labor puts 75% of the amount of your pay and any P/PEP Bonuses you may have earned away in a special account. This account is your readjustment account. The money that is put away is to help you get started when you have completed your training. It is to be used for things like a deposit on an apartment or for insurance on a car if you need one for your job.

To be eligible for a readjustment allowance when you complete the program you must be in one of the following categories:

- a. Be a vocational completer with at least **180 days** in pay status.
- b. Be a maximum benefits completer with at least **180 days** in pay status.
- c. If you didn't complete your vocational trade you must have completed at least **210 days** in pay status.
- d. Terminated for medical reasons.



Termination Bonuses

Below are additional bonuses you can receive when you complete the program. You will learn more about these bonuses while you are in the program:

<u>BASED ON</u>	<u>AMOUNT</u>
Earning GED	\$250
Completing Vocation	250
Verified Placement	250
Job Training Match	100

So, in addition to your readjustment you could earn \$850.00 in bonuses if you got your GED, completed your vocational training, got a placement and a Job Training Match. Not too bad, is it?

Termination Penalties

Job Corps rewards high performers, it also penalizes those who have negative terminations. If you AWOL out of the program, that means you leave the center without permission and don't come back, or have more than 22 AWOL training days in a 6 month period and are terminated you will be penalized \$250.00 from your readjustment money. If you receive a Disciplinary Discharge from Job Corps you will be penalized \$500.00 from your readjustment.

We hope this helps you to think before you act. It will cost you money to AWOL out of Job Corps or to behave in such a manner that you have to receive a disciplinary discharge. **THINK BEFORE YOU ACT.**

DRESS & GROOMING

“Think Sharp”

“Look Sharp”

“Feel Sharp”

“Be Sharp”

While you are at the Golconda Job Corps Center you will be required to meet certain standards of dress and grooming. These standards are established for health and safety reasons and to reflect socially acceptable appearance.

Hair must be neat and clean at all times. No combs and/or picks will be worn. Hair insignias, head wraps and tails are not acceptable. Male student's hair should be collar length or shorter and groomed so a portion of the ear is visible.

You will receive a clothing allowance while you are enrolled at the center to buy personal clothes at designated stores in the area. The clothing allowance is based on a two year stay in the program and trips and amounts are scheduled as follows:

3 months.....	\$125
8 months.....	96
11 months.....	96
15 months.....	103
TOTAL.....	\$420

MEDICAL & DENTAL SERVICES

The Golconda Job Corps Center provides routine medical and dental care through the services of a doctor, dentist, and nurse. Eye care is also provided, but cosmetic and orthodontic services (braces) are not.

- **Biochemical Testing** – You will be tested for alcohol and/or other drugs within 48 hours of arrival on Center. Job Corps has a strict *NO USE* policy that you are expected to abide by.
- **Physical Examination** – You will have a brief examination within 72 hours after you arrive at the center and complete examination within 2 weeks.
- **Dental Examination** – You will be scheduled for an examination within 75 days after you arrive at the center. Followup visits will be arranged as needed.
- **Eye Examination** – Your eyes will be checked during your physical examination. Followup visits with an eye specialist will be arranged as needed.
- **Sick Call** – Sick call is from 7 a.m. to 7:30 a.m. and from 11:30 a.m. to 12:30 p.m. Monday through Friday. **Emergencies will be seen at any time.**
- **Accidental Injury** – If you are injured during training or when "on duty" and cannot continue with your training, you may be entitled to workmen's compensation until you can return to training.
- **Job Corps Center Nurse** schedule is from 7:00 a.m. to 3:30 p.m. Monday through Friday.



COUNSELING

Professional counselors are available at the center to help you work out problems and to get ready for the world of work. You can also talk about job placement, home leave, and other things. Counselors are available seven days a week. You can meet alone with a counselor and also take part in team and group sessions.

A "social skills" program will be provided for you soon after you arrive. The program is held in the evening, and you will discuss things like "attitude", "self image", "goal setting", and "how to think like a winner".

HOME LEAVE

You will earn 2 days of home leave every month you are in the program. This means that after 6 months, when you become eligible for paid leave, you will have 12 leave days at home, not counting travel and weekend days. Your counselor will explain rules governing leave.

THE PASS SYSTEM

You will need a pass to leave the Job Corps Center. There are different kinds of passes, and the ones that you will be able to get depend on how long you have been at the Center and behavior. Dorm supervisors have details on passes.

If you are under 18 years old, your parents will have to provide the Center with detailed instructions on how, when, where and with whom you may leave the Center with. They must also state that they understand that pass is totally unsupervised by Job Corps staff.

All of us at the Golconda Job Corps Center must follow rules and guidelines so that we can live together in a cooperative manner. We must obey local, State, and Federal laws. It is mandatory that we not violate the laws of the land or bring discredit to the Job Corps by our conduct. **These rules apply at the Golconda Job Corps Center:**

- Rights, privileges and needs of others must be respected.
- Center facilities and equipment must be properly used and cared for.
- Safety rules must be obeyed.
- Weapons such as firearms, knives (longer than 2 inches), straight razors, blackjack, and martial arts equipment are prohibited.
- Possession of alcohol, drugs, or drug paraphernalia will not be tolerated.
- No gambling
- No hazing in any form.
- Physical aggression (fighting) to settle differences will not be tolerated.
- Operating or maintaining a private vehicle on or off the center is prohibited.
- Permission is required to leave the Center during off-duty hours.
- Hitchhiking is not permitted.
- Intimate display of sexual affection (petting) or any similar activity that causes embarrassment to the Center will not be tolerated.
- Students using public transportation at Job Corps expense are expected to conduct themselves in a manner that will not discredit the Job Corps.
- Students must not become involved in disruptive behavior which interferes with the interests and rights of others.

STUDENT CONDUCT

“Rights”

“Safety”

“Security”

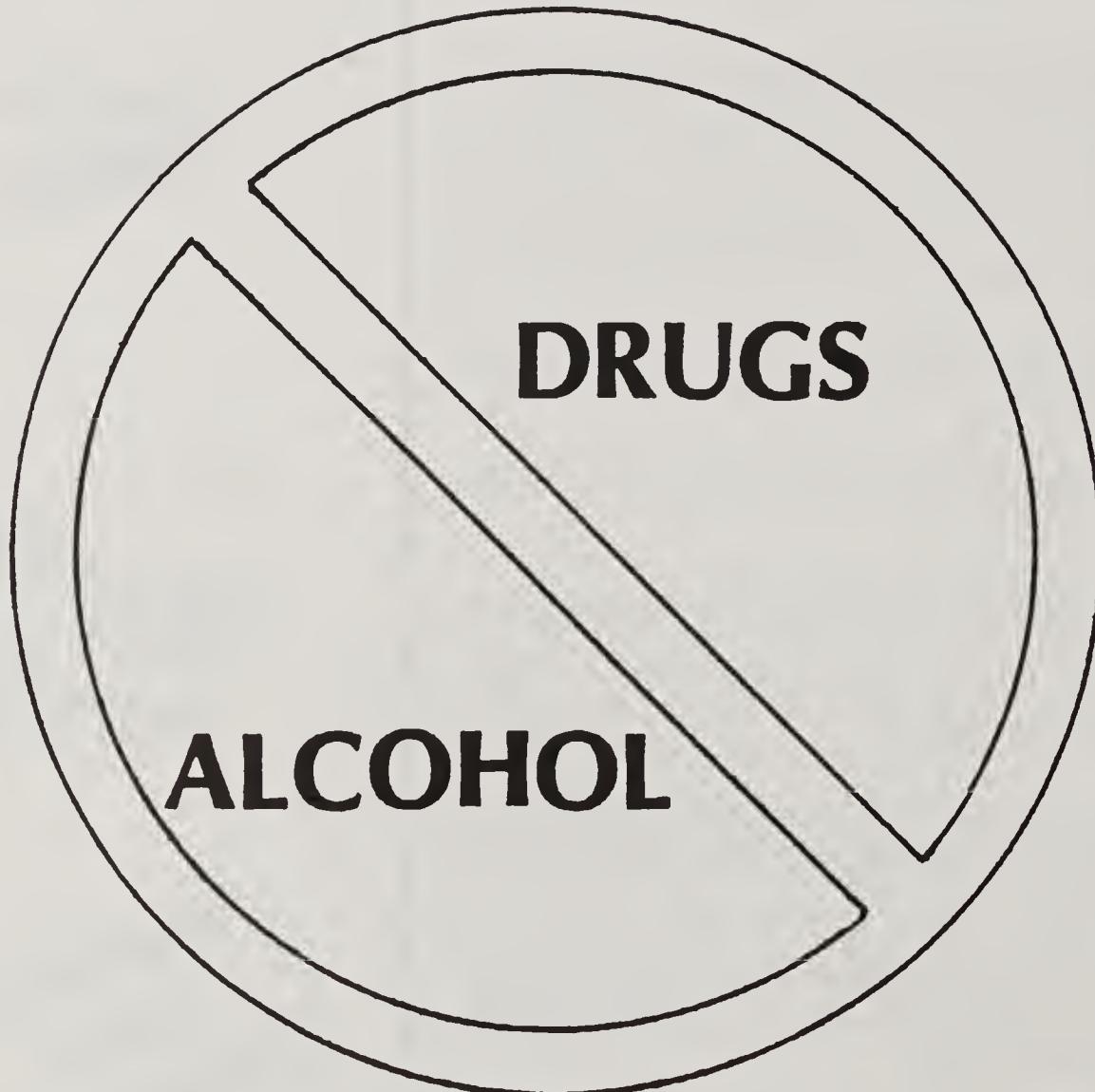
“Freedom from Problems”

The Center's policy is to maintain a drug and alcohol free environment in which you will be able to train and learn.

During your stay, if signs indicate substance use or abuse, you will be tested. If the result is positive you will enter the AODA Program (Alcohol and Other Drug Abuse). This is an intervention program and is mandatory.

Continued use or possession of alcohol, drugs, or drug paraphernalia will jeopardize your training and could result in termination from the program or legal action.

If you need help or assistance with an alcohol or drug problem, please contact your counselor.



ABSENCE WITHOUT LEAVE

If you leave the Job Corps Center without official leave or authorized permission for more than 24 hours, you will be considered **absent without leave** (AWOL) – being AWOL causes the following things to happen:

- Stops your pay.
- Stops you from earning home leave credit.
- Stops your readjustment allowance credit.
- You are charged for transportation costs to get you back to the Center.
- You will be discharged from the Job Corps if you are absent without leave for 10 consecutive working days. Weekends/holidays are excluded. If you are AWOL for 22 cumulative days in a 6-month period, you will be terminated from the program.

If you are AWOL and need help, call (618) 285-6601 collect.

“AWOL=OUCH”

DISCIPLINE

“Fines”

“Reprimand”

“Restriction”

The following disciplinary measures may be taken for failure to follow Center rules:

- Spoken or written reprimand
- Suspension of privileges
- Fines of up to \$5 per paycheck
- Loss of pass privileges and restriction to the Center for up to 30 days
- Payment for damaged property
- Extra duty
- Probation
- Discharge

A **Review Board** will meet to consider serious and chronic disciplinary problems and will decide if a student will remain in the Job Corps program. If you are called before the Review Board, you can expect the following:

- You have 24 hours to prepare a defense
- You can be represented at the hearing by a Job Corps Center staff member of your choice
- You can present a written answer or make a verbal reply to the charges with or without the assistance of others

- You can call witnesses on your behalf
- You can question and cross examine witnesses who are against you
- You can stand silent without risk of added discipline

- You can appeal a disciplinary discharge decision to the regional office of the Department of Labor, and a Job Corp Center staff member will help you do this if you want help

The **Job Corps Center Standards Officer** is responsible for all disciplinary actions and assures that all disciplinary actions are consistent with Job Corp Center policy. Also, a **Civil Rights and Equal Opportunity Counselor** is available at the Center to assist you if you think your rights are being violated.

The following page describes student appeal process for disciplinary actions.

CENTER STEPS OF APPEAL

NEGATIVE INCIDENT REPORT:

Any student receiving a negative incident report may appeal the disposition of the write up to the supervisor of the person initiating the report.

STAFF SUPERVISOR:

The disposition of a negative incident report referred to the staff supervisor may be appealed to the Center Standards Officer.

CENTER STANDARDS OFFICER:

The disposition of a negative incident report referred to the Center Standards Officer may be appealed to the Student Appeal Board.

STUDENT APPEAL BOARD:

If a negative incident report is referred to the Student Appeal Board the recommendation of that board will be forwarded to the Center Director for final disposition.

CENTER REVIEW BOARD:

The disposition of any case referred to the Center Review Board may be appealed to the Center Director.

CENTER DIRECTOR:

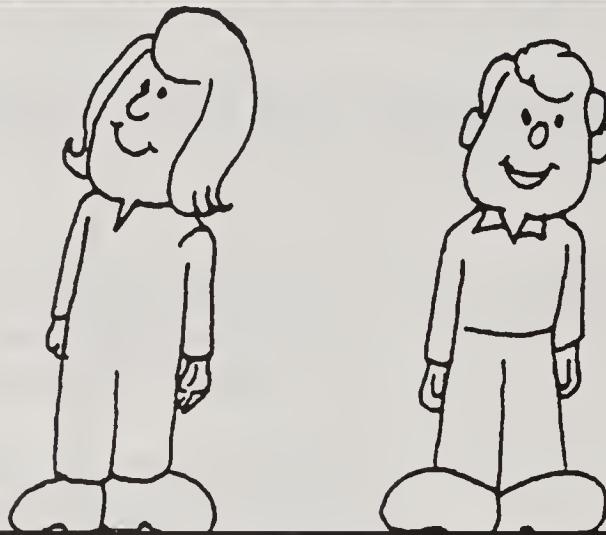
The disposition of any case referred to the Center Director may be appealed to the Job Corps Regional Office in Denver, Colorado.

JOB CORPS REGIONAL OFFICE:

This office will review all cases where the Center Director has recommended termination of a Corpsmember from the program if the student chooses to appeal the termination.

STUDENT LEADERSHIP

Your Ideas



Your Leaders!

It is important for people to learn how to become involved in programs and activities that affect them. This is called self-government. To help you have this opportunity, the Job Corps Center has:

A **Student Government** which participates in activities to improve Job Corps Center operation and in making, explaining, enforcing, and recommending changes to Center rules and guidelines. Leadership opportunities include:

- Student government representative
- Student court member
- Dorm leader
- Orientation assistant
- Gym Crew CQ
-

After you have been at the Center for 30 days, you will be eligible to join a **student leadership training program** to prepare you for these opportunities.

A **Student Court** which provides an opportunity for students to be involved in student adjustment, behavior, and disciplinary issues.

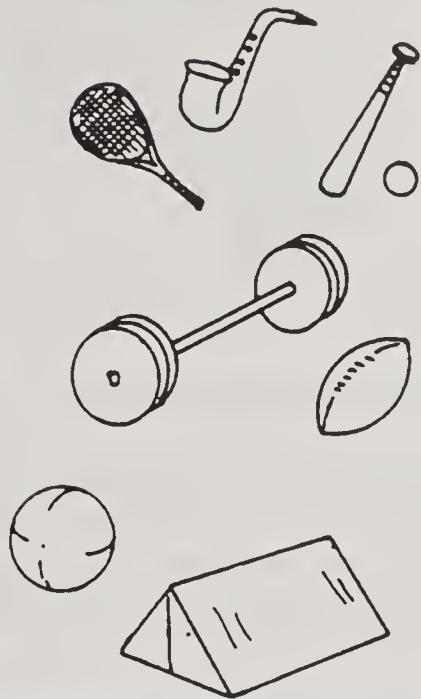
A well-equipped recreation program is available for you during free time, evenings, and weekends. You will get a new recreation schedule every week. What does the Center have for you?

- A Recreation Building with pool tables and ping-pong tables.
- A commissary with sandwiches, pop, candy; and personal items.
- A gym for basketball, volleyball, weights, aerobics, and intermural sports.
- Ball fields for flag football and softball.
- Summer camping trips.
- There are many activities available off-center including bowling, swimming, roller-skating, concerts, sporting events, movies, fairs, carnivals, and celebrations.

You can practice your creative skills at the Arts and Crafts center all days of the week.

- Ceramic mold pourings
- Leather work like belts, wallets, purses, key chains
- Macrame
- Small carpentry projects
- String art
- Paintings, sketching, silk screen
- Wheel-thrown pottery
- Sewing
- Photography

FREE TIME



ARTS & CRAFTS





EDUCATION

The Golconda Job Corps Center has an excellent education program. It is fully certified by the Illinois State Department of Education. This means it has the teachers, equipment, and programs to help students receive a good education. The Center provides a G.E.D. certificate program in education. The important thing to understand is that the Education Program is designed so you will work at your own pace. There is no competition with the other students in the classroom.

Let's review the programs in the Education Department:

READING: The reading program will help improve basic reading skills. Studies are planned so students can move ahead as rapidly as their abilities and efforts will allow. Good reading skills are necessary to function to the best of the student's ability in their trade and in the GED program.

BASIC MATHEMATICS: The math program covers addition, subtraction, multiplication, and division of whole numbers, fractions, measurements, decimals, and percentages. Pretests are given to determine the student's starting point. The goal is to help the student develop math skills to pass the GED test.

WORLD OF WORK: This course is required to help the student prepare for everyday living in the real world of work. You will receive instruction on developing a resume.

HEALTH EDUCATION: This class, which is required, covers the following areas:

nutrition	health care
emotional states	first aid
love, sex, family	reproduction
drugs and alcohol	venereal disease
basic parenting	dental health
basic AODA	

DRIVER EDUCATION: This course is needed for completion of some trades. Students can be excused if they already have earned this credit or may be excused from the driving part if they already have a valid license or are ineligible to hold a license.



ALWAYS THINK
SAFETY



SAFETY

Safety is the "highest" priority the Center has for its students. To maintain "high" safety standards, the following items describe what must be done! You must:

- Remain continually aware of the necessary job safety and health precautions;
- Recognize unsafe and unhealthy conditions and immediately report detrimental conditions;
- Notify the supervisor and/or instructor immediately of unsafe and unhealthy conditions;
- Be aware that safety and health inspections are conducted monthly and safety and health items are corrected immediately;
- Report all accidents, injuries, and illnesses to the immediate supervisor or instructor, and;
- Wear and/or use prescribed safety and occupational health equipment as required;
- Be aware that a fire protection plan is used in conjunction with the local fire department.

Also, be aware of the . . .

- Centers' Safety and Health Committee. This committee meets monthly to discuss and promote safety and health issues. The committee consists of the Center Director, Safety Officer, Division Managers, Center Nurse, and student representative. If you have safety/health concerns, see your student safety representative.
- The Water Safety Program will teach you water safety techniques.
- Anytime you drive or ride in a government vehicle, safety belts are to be worn at all times.

The Golconda Job Corps Center has an excellent trade training program! Here are the trades that are taught at the Center:

Union Carpentry

Cooking (Culinary Arts)

Electrical

Business Office Skills

Welding

Union Painting

Union Brick Masonry

Urban Forestry

Building and Apartment Maintenance

The first month you are at the Center, during orientation, you will see and hear about each of the trades. This will help you make your decision about which one of the training programs you want to work in. Your training in your trade of choice will be a **combination of classroom instruction and actual work experience.**

The union sponsored trades are taught by union instructors. Training is at a "pre-apprenticeship" level and will help you enter an apprenticeship program when you complete your training at the center.

Now, let's take a "bird's eye" look at each trade course to see what the course teaches and what it takes to graduate.

TRADES TRAINING

“Carpentry”

“Electrical”

“Painting”

“Brick”

“Business
Office Skills”

“Welding”

“Maintenance”

“Cooking”



Carpentry

UNION COURSE	NUMBER OF STUDENTS	NUMBER OF INSTRUCTORS	REQUIREMENTS
	40	2	<ul style="list-style-type: none"> • A high school diploma or GED certificate to graduate • Good reading and math skills • Graduation determined by carpentry ability, good work habits, and attitude • Drivers License • 1000 hours minimum • Completion of a training achievement record (TAR)

Carpentry is a union sponsored course and is taught by a union instructor. Training is at a "pre-apprentice" level and will help you enter an apprentice program after you complete your training at the Center.

If you choose this trade, you will receive training in forming, roofing, framing, inside and outside finishing, acoustic and drywall application, cabinet and layout work, carpentry math, safety, and good work habits.

UNION COURSE	NUMBER OF STUDENTS	NUMBER OF INSTRUCTORS	REQUIREMENTS
BRICK MASONRY	20	1	<ul style="list-style-type: none"> • Age 16 • A high school diploma or GED certificate to graduate • Basic reading and math skills • Drivers License • 1000 hours minimum or 12 months • Completion of a training achievement record (TAR)

Brick masonry is a union sponsored course and is taught by a union instructor. Training at a "pre-apprentice" level and will help you enter an apprentice program after you complete your training at the Center.

If you choose this trade, you will receive training in estimating, ordering, laying of block, brick and stone, and other clay products in residential and commercial projects. You will also learn safety rules and use and care of tools.



Painting

UNION COURSE	NUMBER OF STUDENTS	NUMBER OF INSTRUCTORS	REQUIREMENTS
 PAINTING	20	1	<ul style="list-style-type: none"> • Age 16 • A high school diploma or GED certificate to graduate • Basic reading and math skills • Drivers License • 1000 hours minimum or 12 months • Completion of a training achievement record (TAR)

Painting is a union sponsored course and is taught by a union instructor. Training is at a "pre-apprentice" level and will help you enter an apprentice program after you complete your training at the Center.

If you choose this trade, you will receive training in drywall taping, texturing, hanging wall coverings, spray painting, color mixing and coordination, sand blasting, and use of brushes and rollers and laying carpet.



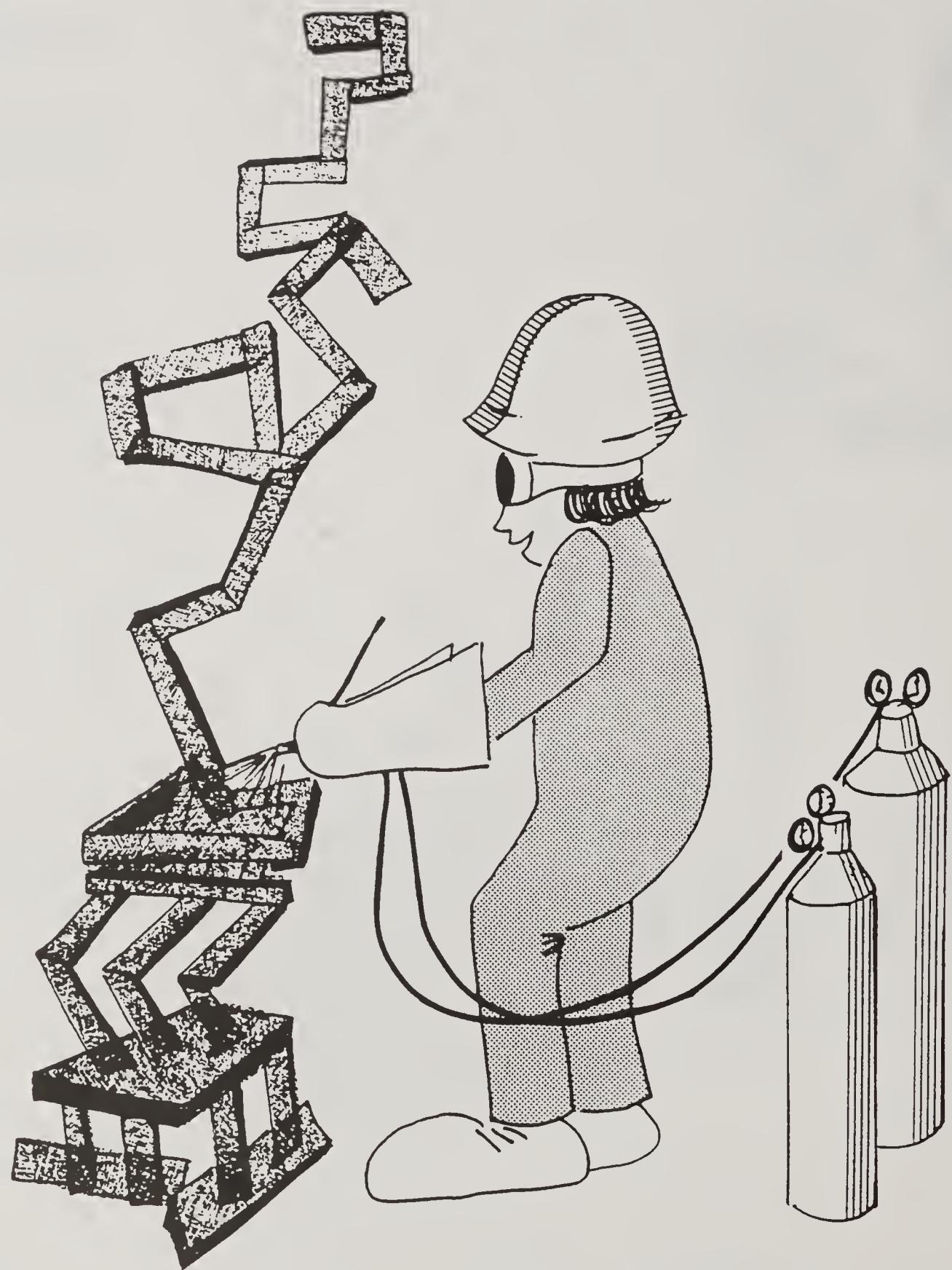
Cooking

UNION COURSE	NUMBER OF STUDENTS	NUMBER OF INSTRUCTORS	REQUIREMENTS
 COOKING	20	1	<ul style="list-style-type: none"> • 850 hours of training minimum • Good Personal Hygiene and Sanitation Habits • Mature and Responsible Attitude • Completion of a training achievement record (TAR)

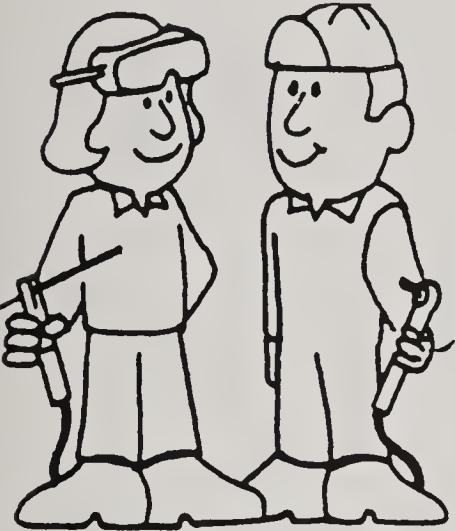
Cooking is a Job Corps sponsored course taught by experienced instructors in culinary (cooking) arts.

If you choose cooking, you will receive training in nutrition; sanitation; safety and kitchen maintenance; food storage and portion service; operation of power equipment; fry cooking; and preparation of salads, sandwiches, sauces, gravies, meats, fish and poultry.

There is also an opportunity to transfer to Advanced Culinary Arts located in other states in the United States.



Welding

UNION COURSE	NUMBER OF STUDENTS	NUMBER OF INSTRUCTORS	REQUIREMENTS
 WELDING	48	2	<ul style="list-style-type: none"> • 12 months of training minimum • A high school diploma or GED certificate to graduate • Completion of a training achievement record (TAR)

If you choose this trade, you will receive instruction in oxyacetylene welding and cutting; arc welding (vertical, horizontal, overhead); metal-arc inert gas (MIG); tungsten-arc inert gas (TAG); and use of hand and power cut-off saws. You will also get classroom instruction on layouts and blueprint reading.



Building and Apartment Maintenance

UNION COURSE	NUMBER OF STUDENTS	NUMBER OF INSTRUCTORS	REQUIREMENTS
	24	1	<ul style="list-style-type: none"> • 12 months of training minimum • A high school diploma or GED certificate to graduate • Completion of a training achievement record (TAR)

BUILDING AND APARTMENT MAINTENANCE

The Building and Apartment Maintenance course is sponsored by the Job Corps and taught by experienced instructors at the Center.

If you choose this course, you will receive instruction on general upkeep and repair of buildings and grounds. You will perform electrical repair, glass cutting and glazing, plumbing, wiring, and general maintenance of appliances and fixtures. You will receive on-the-job training in building repairs at the Center and classroom instruction.



Business Office Skills

UNION COURSE	NUMBER OF STUDENTS	NUMBER OF INSTRUCTORS	REQUIREMENTS
	30	1	<ul style="list-style-type: none"> • Good English, reading and spelling skills • 1 year of training minimum • GED or High School diploma is desirable • Completion of a training achievement record (TAR)

BUSINESS OFFICE SKILLS

The Clerical course is sponsored by the Job Corps and taught by an experienced instructor.

You will receive instruction on typing, business english, record keeping, office machines, computer literacy, mail handling, receptionist duties, and telephone use/courtesy.

UNION COURSE	NUMBER OF STUDENTS	NUMBER OF INSTRUCTORS	REQUIREMENTS
URBAN FORESTRY	20	1	<ul style="list-style-type: none"> • Age 17 • A high school diploma or GED certificate to graduate • Basic reading and math skills • Drivers License • 1000 hours minimum or 12 months • Completion of a training achievement record (TAR) • Good physical condition

If you choose the Urban Forestry trade you will learn to operate a chain saw, bucket truck and other tools involved in pruning trees and shrubs, stump removal and care of trees in urban areas.

UNION COURSE	NUMBER OF STUDENTS	NUMBER OF INSTRUCTORS	REQUIREMENTS
ELECTRICAL	24	1	<ul style="list-style-type: none"> • Age 16 • A high school diploma or GED certificate to graduate • Drivers License • A Social Security Card and original birth certificate. • Successful completion of 65 T.A.R.'s and a minimum of 800 training hours spent on the job training in a variety of areas.

The Electrical trade focuses on residential and commercial wiring. You will also learn the national wiring code, OHMS Law which includes being able to use algebraic math skills, being able to work on panel boards and circuit breakers and conduits. The Electrical trade also focuses on good work and safety habits.

NOTES

NOTES



"The policy of the United States Department of Agriculture Forest Service prohibits discrimination on the basis of race, color, national origin, age, religion, sex, or disability. Persons believing they have been discriminated against in any Forest Service related activity should write to: Chief, Forest Service, USDA, Washington, DC 20250."

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